

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	17.2	6
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	November 15, 2006	March 9, 2007
References/Authority KRS 196.030, 196.035 and 196.070 ACA Standards 4-4285, 4-4286, 4-4281, and 4-4288 through 4-4292	Subject ASSESSMENT CENTER OPERATIONS	

I. DEFINITIONS

“Assessment and Classification Center” means the central point of reception and processing of convicted felons entering the custody of Corrections.

II. POLICY and PROCEDURES

The Assessment and Classification Center is located at the Roederer Correctional Complex and processes male inmates. A branch Assessment Center is located at the Kentucky Correctional Institution for Women and processes female inmates.

The Assessment and Classification Center shall receive, process, evaluate, classify and assign inmates committed to Corrections institutions. This center shall be responsible for the initial evaluation of all inmates, except any inmate under sentence of death and an inmate with medical, psychological or security requirements which may not be dealt with at the Assessment and Classification Center. A male inmate under sentence of death shall be admitted directly to death row at the Kentucky State Penitentiary. A female inmate under sentence of death shall be admitted directly to the Special Management Unit at the Kentucky Correctional Institution for Women. Any inmate with special medical, psychological or security requirements may be admitted to any appropriate facility as determined by the Classification Branch Manager or designee.

A. The centralized Assessment and Classification Center shall be under the direction of the Director of Population Management and the immediate supervision of the Program Administrator.

1. The Assessment and Classification Center shall be autonomous from any institution relative to policy, structure, and operations.
 - a. Assessment Center Classification and Treatment Officer, clerical and management staff (including Unit Director, Assistant Unit Director) shall be under the supervision of the Classification Branch and shall report directly to the Program Administrator.

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- b. The Program Administrator shall function as the first line supervisor for the Assessment Center Unit Director and as the second line supervisor for the Assistant Unit Director. The Director of Population Management shall function as the second line supervisor for the Assessment Center Program Administrator.
- c. A Classification and Treatment Officer, clerical and management vacancy shall be advertised and filled with the approval of the Director of Population Management. The warden shall be advised of all personnel decisions prior to the effective date.
- d. The work schedule for a Classification and Treatment Officer, clerical and management staff shall be approved by the Program Administrator. Staff training and annual leave shall be scheduled with the approval of the Program Administrator after consulting appropriate institutional personnel.
- e. The Program Administrator shall prepare a monthly report. This report shall be submitted to the Classification Branch Manager, Director of Population Management, and the Warden of the Roederer Correctional Complex. The Assessment and Classification Center report for the female inmates shall be prepared by the Kentucky Correctional Institution for Women and forwarded to the Classification Branch Manager, Director of Population Management, and the Warden of the Kentucky Correctional Institution for Women. The reports shall include:
 - (1) The number of inmates awaiting transfer;
 - (2) The number of inmates transferred out of the Assessment and Classification Center;
 - (3) The number of inmates admitted to the Assessment and Classification Center from controlled intake status;
 - (4) The number of classification actions completed;
 - (5) The number of new cases entered into the controlled intake system;
 - (6) The number of psychological evaluations completed; and
 - (7) Significant unit problems.

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2. The institution housing the Assessment and Classification Center shall provide sufficient staff, under Assessment and Classification Center control, to insure supervision for Assessment and Classification Center inmates and to carry out the Center's functions.
 - a. The Director of Population Management, Program Administrator, Assessment Center Unit Director, Warden, and other staff as directed by the Deputy Commissioner, shall determine an appropriate level of Assessment and Classification Center security staffing for each shift during weekday and weekend operations.
 - b. The institution shall provide this level of staffing except during an emergency or staff shortage.
 - c. On any occasion that established staffing levels are not provided, the institution shall submit a report to the Director of Population Management.
 - d. If possible, staff familiar with the Center's operations shall be assigned to the Assessment and Classification Center.
 3. Questions regarding responsibility for specific areas shall be decided by the Director of Population Management.
- B. A parole violator shall be processed by the Assessment and Classification Center upon re-entry into the system.
1. A male parole violator shall be admitted to the Assessment and Classification Center at the Roederer Correctional Complex.
 2. A female parole violator shall be admitted to the Assessment and Classification Center at the Kentucky Correctional Institution for Women.
 3. A prescreened, minimum custody parole violator may be admitted directly into a facility, if approved by the Director of Population Management.
- C. A shock probation violator, court ordered returnee or returned escapee shall be processed by the Assessment and Classification Center. A returned escapee may be processed by any secure institution as determined by the Director of Population Management or designee.
- D. An initial transport from the Assessment and Classification Center shall be the responsibility of transportation staff at the Kentucky State Reformatory.
- E. The Assessment and Classification Center shall be responsible for:

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1. Completing a classification document or reclassification document for each inmate processed;
 2. Initial classification of each inmate processed;
 3. The implementation of testing or evaluation programs as appropriate to facilitate the accurate completion of the classification or reclassification document and to aid in determining the needs of the inmate;
 4. The development and operation of an orientation program providing necessary information concerning rules, regulations, custody levels, institutional placements, and programs. Each inmate shall:
 - a. receive an orientation in his own language. If a literacy problem exists, a staff member shall assist the inmate in understanding the material;
 - b. be provided an orientation handbook containing all pertinent information; and
 - c. sign and date a statement indicating that he has completed the orientation program. A copy of this statement shall be entered into the record electronically.
 5. Providing notice of appearance before the classification committee a minimum of forty-eight (48) hours in advance; and
 6. Ensuring that the inmate meets the classification committee after orientation is completed.
- F. The inmate shall be present before the classification committee regarding his custody level in order to present any evidence or testimony to ensure an appropriate classification. If an inmate is unable to appear due to medical reasons or if the inmate's presence may present a severe security problem, written documentation shall be included on the classification record and in the comments section of the classification document explaining why the inmate was not present. If the inmate has received proper notification of the hearing and he fails to appear, the committee may hold the hearing in his absence. Failure of the inmate to appear may result in disciplinary action.
- G. An inmate may present his classification request to the Assessment and Classification Center classification committee in writing. If the inmate presents a request, it shall be entered into the record electronically.

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- H. Initial classification shall be completed within two (2) weeks after admission to the Assessment and Classification Center. Exceptions to allow for the completion of the following are acceptable:
1. Disposition of mental health referral;
 2. Completion of conflict information;
 3. Interview completion for sex offenders eligible for the treatment program;
 4. Submission of DNA sample as required by statute; or
 5. Receipt of other necessary documentation to allow for proper classification, for example, Presentence Investigation, detainer information, or corrected judgment.
- I. A written, itemized list shall be made of personal property in the possession of all inmates entering the institution. Any item not permitted shall be noted and stored for a designated period of time. The inmate shall be given a copy of this list.
- J. The unit director responsible for the Assessment and Classification Center shall provide an offender handbook, or section of the institution policy and procedures manual, listing unit rules and operational procedures.
1. The handbook or policy and procedure shall outline a regular program for inmates undergoing the assessment process and shall include scheduled periods for recreation, religious services, testing, orientation, and interviews.
 2. A copy shall be provided to each Assessment and Classification Center employee.
- K. The Assessment and Classification Center shall develop written procedures for the admission of inmates. These procedures shall be followed by the Assessment and Classification Center or the institution admitting the inmate and shall be included in the institution's operations manual. There shall be a procedure:
1. To determine whether the inmate is legally committed or transferred to the institution;
 2. For searching the inmate and the inmate's property;
 3. Covering the packing, storage and shipment of clothing or personal possessions not permitted;

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4. For providing the initial showering and hair care of the inmate;
 5. For issuing clean clothing as needed;
 6. For photographing and fingerprinting, including notation of identifying marks or unusual physical characteristics;
 7. For medical, dental and mental health screening;
 8. For assigning inmates to a housing unit;
 9. For assisting in notifying inmates' family of admission;
 10. For mail and visiting;
 11. For assignment of a registration number to the inmate; and
 12. To cover the orientation and issuing of a handbook providing institutional procedures to the inmate.
- L. A summary admission report consisting of the Pre-sentence Investigation Report, the classification document and any report or information concerning the inmates' conduct while in jail shall be prepared upon admission and maintained in the inmates' case file.